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## OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau  
Superintendent

July 2009

To: School Food Authority Administrators

From: Christine Emerson, Director  
School Nutrition Programs



Re: Free and Reduced-Price School Meals Application

The following forms are available on the School Nutrition Programs website at [www.opi.mt.gov/schoolfood/index.html](http://www.opi.mt.gov/schoolfood/index.html) in the School Programs Forms and Guidance page. These forms are **required** to successfully administer the School Nutrition Programs. If you have trouble downloading any of these forms, please contact our office at (406) 444-2501.

Required forms include:

- Public Release
- Letter to Household (*front and back: must be sent with the free and reduced-price school meals application*)
- 2009-2010 Free and Reduced-Price School Meals Application (*front and back*)
- Notification Letter (*must be sent for all applications received*)
- 2009-2010 Income Eligibility Guidelines (*these are the official guidelines that are used to determine free and reduced-price eligibility based on income*)

Insert your district's specific information in the **[bold bracketed fields]**. If you make additional changes, you must submit them to the state agency for approval. The pages are designed to be printed on 8½" x 11" paper.

Each household that receives SNAP (formerly food stamps) may be Directly Certified through participant reports provided by the Department of Public Health and Human Services. This report will be provided on a quarterly basis so schools can update their benefit issuance list as needed. *Use the "Benefit Issuance List of SNAP Participants" for all students determined on the basis of these reports. This document is IN PLACE of an application for the students on the list.* Eligibility determinations are valid for the entire school year. If a student is no longer enrolled in the district, cross off the name and document the date.

Enclosures